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Minutes 09/10/2012

Arlington Cultural Council

Minutes of Monday, September 10, 2012 Meeting

Robbins Library, 4th Floor Conference Room, 7:00 p.m.

Present: Margaret Barrett, Karin Blum Eliza Burden, Kurt Fusaris, Wendy Glaas, Becky Holmes-Farley, Stephanie Marlin-Curiel, Scott Samenfeld and Martha Sheehan

Visitors: Maggie Husak, Margaret Moore and Joe Burns

At 7:16 p.m. the meeting was called to order. Eliza notified the Committee that she had been officially reappointed to a second, three year term.

ITEM 1 Approval of August Minutes

The Minutes were reviewed and APPROVED unanimously.

ITEM 2 Requests for Payment

- Eliza reported that there were no requests for payment in the mailbox.
- Martha indicated that she had received a request for payment for \$1,200.00 from Arlington Center for the Arts (grant 2012-04). She received this along with an accompanying e-mail from the past treasurer, Sharon Shaloo. Eliza explained the payment procedure to our visitors and signed an approval of the RFP, but indicated she would further review the documents after the meeting as it looked as if the request may have been submitted directly to the Town before it was received by our Committee.
- Margaret B indicated that she had not yet received reimbursement for the Grantee Reception expenses she submitted in July.
- Becky submitted two RFPs with accompanying receipts and copies for Town Day expenses and New Member Binder purchases.

ITEM 3 Report on Outstanding Grants

- 2012-01 Arlington Enrichment Collaborative, Ottoson Zen Garden. Karin reported that they have made progress and that it is looking much more Zen-like at the Ottoson.
- 2012-06 EcoFest Rain Garden Signage. Eliza reported that this is still underway
- 2012-07 Old Schwamb Mill, Ottoson Tech. Class visits, Kurt indicated that there was nothing additional to report.
- 2012-09 Cantilena, Inc. An American Christmas CD Eliza reported that this would not be scheduled until Fall.
- 2012-10 Writing it Down #5, Center for Cancer Support and Education, Becky reported that there is nothing new

since her last report. She requested an update, but hadn't received one as of the time of our meeting. She suggested we might want to think about having a mandatory progress report. Some thought this was a good idea, but others thought that certain projects, because of their nature, wouldn't really have any interim report to make.

- 2012-12 Garden Under the Oak, Chris Kolb, Eliza reported that this had still not been scheduled
- 2012-13 Arlington Windows Project. Stephanie reported that Adria Arch has met with too much resistance from shop owners and so she is going to have to rescind the monies and will not be able to complete the project. Karin will acknowledge the rescinded amount of \$1,600. It was determined that we could elect to add the monies to this year's grant funds if we choose to do so. This can be done by a vote during our Deliberation Meeting.
- 2012-14 Meet Julia Child, Margaret believes that the presentation will take place sometime in November - maybe November 11th. She will check on this..
- 2012-15 Jam'n Java Open Mic this is still in progress.
- 2012-16 Just a Minute Festival by Don Daniel, it is still unclear what the status of this is. It was due to be complete in October, but there has not been any publicity. Kurt will speak to Don Daniels and update us at the next Committee meeting.

ITEM 4 Town Day Planning

- Eliza confirmed that we will have Lamson Way and that sign in will need to take place at 7:15 a.m. followed by setting up on Lamson Way. She circulated the sign-up sheets (both for taking shifts at the booth and art project and for bringing items for Town Day).
- Eliza reviewed that a number of art projects ideas were considered, but that they have fallen back to the idea of decorating card stock and then giving participants a choice of whether they would like to keep their cards, or enter them into a contest. Those who would like to put their contact information on the back and have their artwork considered for a prize may do so. The prize will be the fact that the selected card will be used for the creation of our grant reception invitations and a picture of their card will appear on our website. Becky and her daughter, ShuLan, have made a poster which can be used at Town Day for this purpose. Eliza, in addition, to receiving free matte paper from a framing shop (for the cards and stencils) also has a few items kids' can use to add texture to their paintings (toothbrush, comb, toy car, etc...). Eliza also has some of the magnets and flyers from Anyah (who also has offered some tempera paints and brushes for the event).
- Becky was given access to the Picasa web photos and they were successfully placed in a rotating picture frame, but she found it cannot be used at Town Day because it does not operate on batteries, and would need to be plugged in. Eliza indicated requests for electricity had to be made at the time we applied for our booth.

ITEM 5 Grant Cycle Business - Publicity

- On September 19, 2012 we will have our Grantwriting Workshop in the Robbins Library, 4th Floor Conference Room, 7-8:30 pm. Unfortunately, this is the same day that AHS is holding their Open House. Margaret Moore (visitor) indicated that she has knowledge of grants and that, even though she isn't officially a member yet, she would be happy to attend and to help facilitate this meeting. Wendy, Martha, Kurt and Stephanie also indicated that they would attend.
- Stephanie indicated that she hoped we could go back to having our usual meetings at 7:30 p.m. because it is difficult to make meetings as early as 7:00 p.m. and it was agreed that we would do this henceforth.
- Margaret B. has the banner and has reserved the library table and has a display there advertising the grant cycle.
- Press Release to State Legislators. Karin indicated that this would be sent out tomorrow as she has just received a quote from Stephanie.
- Margaret has made the necessary contact and followed-up with the Advocate, regarding grant cycle publication. Arlington List, Facebook and ACA publication has occurred. Margaret was trying to ascertain who one notified to obtain a Town of Arlington Notification. Stephanie said she would do this because she had done it once before (for Arlington Alive).

- Karin sent notification of the upcoming grant cycle and deadline to the yahoo list. Scott has posted the guidelines and sample application. Stephanie thought someone should go to all the artist websites that appear on our Arlington Cultural Council site and cull their e-mail addresses and notify those individuals.
- There was much brainstorming about additional places we might advertise that we have grant money that can be applied for. The visitors made some good suggestions of organizations in adjacent towns that might be good places for us to begin advertising: Bostonarts.org, StageSource, SpringStep, Lexington Art Gallery, Green Street Gallery, 13 Forest, Boston Dance Alliance.
- Wendy will obtain more postcards because we only have about 25 left.

ITEM 6 New Business

Scott and Stephanie had a meeting on September 8th to decide whether ACC should join A-TED in co-sponsoring a concert series and more particularly, to determine whether ACC should self-initiate preparation of a grant application to MCC in connection the plans for the concert series "Menotomy Rocks." It was determined it was too late to propose something this year and that, since it is expected that you will spend no more than 20% of the MCC allocation on such an event, it might be most beneficial to us as an organization to have other groups apply to us for grants for such programs.

The visitors were asked to leave the meeting and were told that they would be informed of the outcome of our vote on their potential membership.

ITEM 7 Vote on New Members

Letters of interest and resumes were circulated and reviewed by members prior to the meeting. All members were nominated, their nominations seconded and it was unanimously APPROVED that they be recommended to the Selectmen as New Members of the Council.

The meeting was adjourned at 8:45 p.m.

Submitted by Rebecca Holmes-Farley, Recording Secretary

Reserved rooms for the following upcoming meetings:

September 19th - Grantwriting Workshop -- Robbins Library, 4th Floor Conference Room,
7-8:30 p.m.

October 15th - Robbins Library, 4th Floor Conference Room, 7:30 p.m.

(Note, this is the 3rd Monday of Oct. due to holiday on 10/8)

November 7th and 8th -- Grant Applicant Presentations, Town Hall, 2nd Floor Hearing Room
(this is a change of location!)

(November 18th -- Grant Deliberations, 10- 3 pm, Jefferson Cutter House

December 10th - Robbins Library, 4th Floor Conference Room, 7:30 p.m.

